

BIOLOGY LABORATORY
TECHNICIAN

WOODBIDGE SCHOOL

Application Pack



WOODBIDGE
SCHOOL

BIOLOGY LABORATORY TECHNICIAN

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WOODBIDGE
SCHOOL

BIOLOGY LABORATORY TECHNICIAN



Salary:

£18,639 *pro rata*

Actual salary £15,628

Hours:

35 hours per week (average), 40 weeks per year (mainly in term time)

So what makes Woodbridge such a special place?

Above all else, Woodbridge School is an exceptionally happy school. When you visit, we are sure you will be struck by the warmth and sense of community. But, we are much more than just a kind and nurturing place, we also have a real sense of purpose. As a school, we are aware that all of our pupils will need the skills and attributes to thrive in an ever more competitive world. This means excellent academic achievement; and whilst it is a given that they will receive this at Woodbridge School, academic results alone are not enough. We also need to develop empathy, creativity and self-confidence to ensure our pupils emerge as happy, confident and well-balanced young men and women.

We have an excellent opportunity for an enthusiastic and motivated Biology Laboratory Technician to join our friendly and successful Science department. The role will involve preparing and maintaining resources for teaching staff, as well as providing assistance and advice to teachers and pupils as required. You should have experience of providing technical support in Biology, together with strong organizational skills would be an advantage. An awareness of CLEAPSS and Health and Safety Guidelines is desirable.

For more information about our school and this exciting opportunity please go to <http://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Closing date for applications: **9.00 am Wednesday 20 September 2017**

Interview date: **w/c 25 September 2017**

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service



WOODBIDGE
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INTRODUCTION FROM THE HEADMASTER



So what makes Woodbridge School such a special place?

Well, above all else, it is an exceptionally happy school. When you visit I am sure you will be stuck by the warmth and sense of community. But it is much more than a kind and nurturing place – there is also a real sense of purpose.

I am very aware that all our pupils will need the skills and attributes to thrive in an ever more competitive world. This means excellent academic achievement, and it is a given that they will receive that at Woodbridge but academic results alone are not enough.

It also means developing creativity, empathy, the ability to think independently and work with others, and above all, the self-confidence to overcome any challenge. The emphasis of the School is very much on what pupils can do well and ensuring they emerge happy, confident, well-balanced young men and women.

The School is part of the Seckford Foundation which also runs The Seckford Almshouses, three free schools and sponsors initiatives such as apprenticeships, a mentoring scheme and a grants programme. Being part of such a broad ranging charity is an exciting aspect of the job and brings governors with a tremendous range of experience.

I am looking to appoint an enthusiastic part-time Learning Support Assistant with a strong belief that all pupils can succeed, whatever their background. The successful candidate will be creative, flexible and motivated, keen to enhance our team at an exciting time in the development of the Learning Support Department.

This would be an excellent opportunity to further your teaching career at an exceptionally warm, nurturing school.

Neil Tetley, **Headmaster**



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THE ROLE

Main Responsibilities

Manage all aspects of stock control to ensure availability of materials etc., including:

- Monitoring and managing stock levels effectively;
- Recommending purchase/replacement as appropriate;
- Ordering stock materials as approved within budget;
- Ensure efficient storage and retrieval system in place;
- Ensure effective security and inventory systems operating.

Ensure the right equipment is available and working, by:

- Undertaking regular maintenance and first line repairs, or seek approval for further repair or replacement as necessary;
- Maintain technical competence and knowledge of best practice;
- Carrying out, or arranging cost effective maintenance and repairs;
- Making or adapting items as required.

Provide assistance and advice to teachers and pupils as required during practical aspects of course work (including demonstration of equipment and the timely set up and clearing away of equipment and apparatus), as well as working collaboratively to develop practical resources to assist learning.

Ensure the observance of all department procedures, and a safe working environment through:

- Proactively contributing to the assessment, monitoring and review of health and safety procedures, particularly identification and management of hazards;
- Assisting teachers to ensure safe working practices during practical lessons;
- Keeping self and others up to date with safety issues;
- Ensuring the safe disposal of used materials, and safe storage of equipment and materials.

Conform to all department and school policies and procedure and undertake a variety of administrative duties associated with the role, such as cataloguing discs, adhering to backing up procedures and updating the departmental intranet site.

Work as part of a team to support the department needs, undertaking additional duties that may arise out of changes in the department routine, curriculum or as part of the wider school support team.

Undertake any other duties commensurate with the scope of this post as required by the Head of the Department.



THE PERSON

Qualifications/Experience

Person specification		
	Essential	Preferred
Education and qualification	<ul style="list-style-type: none"> ▪ Biology A Level – C or above. ▪ Relevant NVQ Level 3. 	
Specialist knowledge and skills	<ul style="list-style-type: none"> ▪ Demonstrable knowledge and skills in using relevant technologies e.g. ICT/audio-visual equipment etc.; ▪ H&S awareness in relation to handling chemicals and relevant equipment. 	<ul style="list-style-type: none"> ▪ Previous lab technician experience.
Interpersonal and communications skills	<ul style="list-style-type: none"> ▪ Ability to relate to young people; ▪ Flexible and conscientious approach to work; ▪ Ability to communicate effectively and confidentially both verbally and in writing; ▪ Proven team worker whilst also able to work alone. 	
Relevant experience	<ul style="list-style-type: none"> ▪ Relevant experience of providing technical support. 	<ul style="list-style-type: none"> ▪ Some experience of working in a school environment.
Additional requirements	<ul style="list-style-type: none"> ▪ High level of organisational skills; able to multi task and effectively prioritise to meet deadlines; ▪ Ability to use initiative, and problem solve. 	



BENEFIT STATEMENT

BIOLOGY LABORATORY TECHNICIAN

Salary	Salary c£18,639 (pro rata) depending on hours, skills and experience. <i>Please note the salary quoted is the full time equivalent salary, and will be proportionately reduced to reflect term-time plus hours if appointed on this basis.</i>
Working hours	35 hours per week, 40 weeks per year (mainly in term-time).
Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria). You may contribute by direct deduction from your pay 3% or more of your gross pay. The Foundation/School will contribute 1.5% of your contribution up to a maximum of 7.5% of your gross pay.
Sick pay	After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School fee remission	School fee remission may be available depending on individual circumstances.
Holidays	25 days paid leave plus 8 public holidays.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Personal Accident Insurance	Personal accident insurance is provided for all employees.
Childcare Vouchers	Childcare vouchers available (subject to meeting criteria) through Kiddivouchers.
Other benefits	Free parking. Complimentary lunch is available when the Dining Room is in operation.





INFORMATION FOR CANDIDATES

In order to apply please complete the application form. Your supporting statement should be no longer than two sides of A4 and should provide relevant additional information to support your application (you can use the section in the application form or attach separately instead if you prefer).

Application forms can be downloaded from the School's website:

<http://www.woodbridgeschool.org.uk/about/staff-vacancies/>

Please apply (preferably by email), stating **"Biology Laboratory Technician"** in the title line to **hr@seckford-foundation.org.uk**.

If you are unable to apply by email then please post your application, marking "Strictly Private and Confidential" to Human Resources, Woodbridge School, Marryott House, Burkitt Road Woodbridge, Suffolk IP12 4JH.

Applications must be received no later than 9.00 am Wednesday 20 September 2017
Interviews w/c 25 September

All information will be treated as strictly confidential. Referees will be approached prior to shortlisting unless you expressly request otherwise.

If you have any questions or enquiries regarding the application process, please ring the HR department on 01394 615167.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Marryott House | Burkitt Road | Woodbridge | Suffolk | IP12 4JH Tel: 01394 615 000 | Fax: +44 (0)1394 380944

email: office@woodbridge.suffolk.sch.uk | www.woodbridgeschool.org.uk

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